

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.01 STANDARDS: SECURITY AND INMATE CONTROL

DOCUMENTATION/COMMENTS

_____ A. USE OF PHYSICAL FORCE **See** incident reports from _____, 19____ to present;
 see records of medical treatment offered or provided.

- _____ 1. Self-defense
- _____ 2. Protect others
- _____ 3. Protect property; treatment provided to staff and inmates
- _____ 4. Prevent escapes

_____ B. EMERGENCY SECURITY PLANS

- _____ 1. Coordination - see letters of coordination with responding agencies
- _____ 2. Duties/Responsibilities - **question** staff if they are aware
- _____ 3. Alternate housing - **observe** in-house
- _____ 4. Emergency communications - **observe** radios, intercom, phone, etc.
- _____ 5. Designated operations center - **observe** on site (conference room, certain posts, etc.)
- _____ 6. Specified command/control

_____ C. EMERGENCY/SECURITY PLANS AWARENESS

See training records

_____ D. SECURITY EQUIPMENT

- _____ 1. Secure storage - **see** control center, arsenal, gun lockers, etc.
- _____ 2. A current master listing - **see** a dated listing
- _____ 3. Monthly inspection/inventory - **see** at least monthly from _____, 19____ to present
- _____ 4. Authorized access - **see** list of trained staff in control center
- _____ 5. Use circumstances - **see** incident reports, observe use of restraints

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.01 STANDARDS: SECURITY AND INMATE CONTROL (Cont'd.)

Page 2

D. Security Equipment (Cont'd.)

_____ 6. Issue/return - **see** records from _____, 19____ to _____, 19____
note condition upon return

_____ E. SECURITY EQUIPMENT TRAINING

see in-service training records

_____ F. INMATES EXERTING CONTROL

observe; ensure inmates are not being used where sensitive materials are available

_____ G. SUPERVISION OF INMATES

_____ 1. Counts - **see** minimum of 1 count per shift from 19____ to present

_____ 2. Rounds - **see** records from 19____ to present ensure frequency in SOP is followed

_____ 3. Monitoring whereabouts - **see** records of telephone checks, on-site visits, third party notifications,
i.e., letters, pay stubs, etc. for employment whereabouts.

See records of staff supervision for road crews, outside inmate workers, etc.

_____ 4. Drug/alcohol testing - **see** urinalysis reports/results; **ensure** frequency in SOP is adhered to

_____ 5. Secure/orderly movement - **see** traffic sheets - observe escort, **see** work release movement sheets

_____ 6. Wkly. security inspections - **see** from 19____ to 19____ ensure the facility perimeter is included

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.01 STANDARDS: SECURITY AND INMATE CONTROL (Cont'd.)

Page 3

H. SEARCH PROCEDURES

- _____ 1. Personnel searches - **see** records of staff search if any
- _____ 2. Annual facility search - **see** records of annual for the years of _____, _____, _____; **ensure** all areas of the facility are included
- _____ 3. Search of inmates with community access - **see** records of searches of W.R. and trustees with outside access
- _____ 4. Search of other inmates - **observe** pat downs
- _____ 5. Vehicle searches - **see** records of vehicle searches
- _____ 6. Visitor search - **general observation** and records, if any; **observe** posted rules regarding search procedure.
- _____ 7. Property protection - staff/inmate interviews and inmate complaints.
- _____ 8. Receipting - **see** receipts for confiscated property and disciplinary reports.
- _____ 9. Chain of custody - **see** records from _____, 19__ to _____, 19__; **observe** contra-band lockers
- _____ 10. Body cavity search - **see** records, if any, to be performed by qualified health care personnel
- _____ 11. Visual ("strip") search - **see** records if any - in private and by the same sex
- _____ 12. Staff instruction - **see** training records.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.01 STANDARDS: SECURITY AND INMATE CONTROL (Cont'd.)

Page 4

 I. KEY CONTROL

- 1. Secure storage - **see** control center and other storage areas
- 2. Quarterly inspection - **see** at least quarterly for the years of 19____, 19____, 19____
- 3. Daily inventory - **see** routine and consistent records from _____, 19____ to _____, 19____
- 4. Authorized access - general observation
- 5. Issue/return - **see** daily from _____, 19____ to _____, 19____
- 6. Duplicates - **see** on site
- 7. Emergency/restricted keys - **observe** keys clearly designated for identification by sight (i.e., color coded and/or touch)
- 8. Current master listing - **see** an up-to-date listing of all keys

 J. TOOL CONTROL

- 1. Secure storage - **observe** areas outside inmate living and activity areas (safe, locked cabinet, drawer, vault, etc.)
- 2. Quarterly inspection - **see** at least quarterly from _____, 19____ to _____, 19____
- 3. Daily inventory - **see** daily records from _____, 19____ to _____, 19____
- 4. Authorized access - **observe** maintenance workers and inmate trustees under supervision
- 5. Issue/return - **see** daily distribution and return records from _____ to _____
- 6. Current master listing - **see** an up-to-date listing of all tools

 K. TRANSPORTATION OF INMATES

- 1. Authorization/qualification/licensure - **see** records of security equipment qualifications (gun) and vehicle licensure; **see** records of motor vehicle licensure checks.
- 2. Security equipment use - **general observation** and staff interviews. **Refer** to .01 D (5 & 6)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.01 STANDARDS: SECURITY AND INMATE CONTROL (Cont'd.)

Page 5

D. Transportation of Inmates (Cont'd.)

- _____3. Protection--public/staff/inmates - **see** records of inmate and vehicle searches, vehicle safety maintenance checks.
- _____4. Accident response - **see** reports, if any

_____L. INTAKE PROCEDURES

- ___1. Commitment verification - **see** commitment files for appropriate legal documents
- ___2. Search - **see** records, if any
- ___3. Positive identification - **observe** photographs, fingerprinting cards and registration numbers
- ___4. Intake data - **see** personal information to initiate the case record file and general intake information
- ___5. Initial phone call - **see** records of calls (at least two calls)

_____M. RELEASE PROCEDURES

- _____1. Identification verification - see release records for photos, fingerprint cards, ID numbers
- _____2. Release confirmation - see closed files for writs, parole release order, court order, release by expiration
- _____3. Notification of affected agencies/persons - see records

_____N. SEPARATION OF SEXES

General observation of separation by sight and sound

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATES(S): _____

.02 STANDARDS: INMATE SAFETY

DOCUMENTATION/COMMENTS

____A. FIRE SAFETY INSPECTIONS

see annual inspections for the years 19 ____, 19 ____ and 19 ____

see reinspections addressing corrective action for violations and ensure inspections are at 12 month intervals

____B. INTERNAL FIRE SAFETY INSPECTION

see routine and consistent monthly inspection reports from 19 ____ to 19 ____

see records of training for the fire safety inspectors

____C. DISASTER PLANS

____1. Coordination - **see** correspondence with responding agencies

____2. Duties/responsibilities - **question** staff if they are aware

____3. Evacuation instructions - **see** designated routes which are clearly marked by use of exit signs, charts, arrows on the walls, floors and/or other readily understood and clearly visible signs. This also includes medical emergencies.

____4. Alternate housing - **observe** in-house.

____5. Quarterly fire drills on each shift - **see** quarterly from _____ 19 ____ to _____ 19 ____ to include inmates unless security is compromised.

____D. DISASTER PLANS AWARENESS

see training records; pre/in-service training curricula, written acknowledgement for all involved personnel.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.02 STANDARDS: INMATE SAFETY (Cont'd.)

Page 2

E. EMERGENCY MEDICAL SERVICES

_____ 1. Access to facilities/personnel - see contract/agreements, duty schedule and identify off-site resources.

_____ 2. Monthly inventory of designated/approved kits

see at designated locations

see monthly from _____ 19__ to _____ 19__ includes vehicles

see letter of approval for contents of kits by a qualified health care person

_____ 3. First aid/CPR certification requirements

see up-to-date certification records, duty schedule and post assignments. A maximum response time of four minutes to any area of the facility or grounds by properly certified personnel must be ensured.

F. ROUTINE HEALTH SERVICES

see contracts/agreements with the health provider

see schedule of available times for services

see implementation records, (sick call slips, medical files)

see awareness records for all involved personnel

G. RECEPTION HEALTH SERVICES

see records of screenings within 24 hours of admission to an initial reception facility

see training records, if appropriate, for non-medical screeners

H. DISPENSING MEDICATIONS

_____ 1. Authorized prescription initiation - see records of prescription origin with required countersignature within 48 hours by a physician if ordered by a physician's assistant.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.02 STANDARDS: INMATE SAFETY (Cont'd.)

Page 3

H. Dispensing Medications (Cont'd.)

- _____ 2. Method for filling prescriptions - see contract agreement with a pharmacist - note procedure for delivery and receipt of prescriptions (fax; courier, etc.) **see** a current formulary (list of approved medications). **observe** storage of stock and/or bulk medication.
- _____ 3. System of packaging and labeling - **see** unit dosage, blister packs; **observe** properly labeled containers with name, contents, directions, "stop dates" and other vital information clearly indicated.

I. ADMINISTRATION OF MEDICATIONS

- _____ 1. Standing orders/protocol - **see** nurses' instructions approved document by an M.D.
- _____ 2. Administration instruction to nonmedical personnel - **see** training records by a qualified health care provider
- _____ 3. Administration/refusal records - **see** medication logs
- _____ 4. Circumstances for self medication - **see** records for insulin injection, etc.

J. CONTROL OF MEDICATIONS

- _____ 1. Secure storage - **see** safes, locked cabinet or drawer or locked closets. Controlled medication must be under double lock (i.e. door and cabinet).
- _____ 2. Specified access - **see** a written designation of authorized access, general **observation**.
- _____ 3. Disposal procedures - **see** records of disposal for all unused and expired medications. Records must include all persons witnessing or participating in the disposal. **see** return to pharmacy records. Check on hand for expiration dates.
- _____ 4. Weekly inventory of controlled substances - **see** records from _____ 19____ to _____ 19____ perform cross-check of current CDS inventory.
- _____ 5. Incoming meds handling - **see** records addressing personal medications of inmates upon admission.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.02 STANDARDS: INMATE SAFETY (Cont'd.)

Page 4

J. Control of Medications (Cont'd.)

- _____ 6. Transfer/release medicine handling - **see** records of facility and personal prescription medications given at time of release and transfer.

_____ K. CONTROL OF MEDICAL AND DENTAL INSTRUMENTS

- _____ 1. Secure storage - **see** safe, locked cabinets, or drawer, locked closets, etc.
- _____ 2. Specified access - general observation - **see** a written designation of authorized access.
- _____ 3. Quarterly inspection - **see** records of quarterly inspection to determine condition from _____, 19__ to _____, 19__
- _____ 4. Weekly inventory - **see** records from _____ 19__ to _____ 19__ to determine accountability.
- _____ 5. Disposal procedures - **see** contaminated waste containers
- _____ 6. Needle/syringe usage records - **see** records of perpetual usage from _____ 19__ to the present
- _____ 7. Current master listing - **see** a master listing that is dated. perform a spot cross-check

_____ L. MEDICAL TESTING

General observation, staff, inmate interviews

_____ M. LICENSING/CERTIFICATION

see roster for all medical staff

see verification of up-to-date credentials

_____ N. MEDICAL JUDGEMENT

Determine that decisions are by qualified health care personnel; staff/inmate interviews

Determine nonintervention by staff

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.02 STANDARDS: INMATE SAFETY (Cont'd.)

Page 5

O. PHYSICAL EXAMINATIONS

see medical records - a health appraisal is to be completed no later than 14 days following admission.

Exam can only be performed by physician, nurse practitioners and physician's assistants;

Random sample medical files.

P. RELEASE MEDICAL SCREENING

see review by qualified health care personnel on all inmates prior to release or within 7 days thereafter. This may be on a continuity of care form. Pay particular attention to records for inmates released from court, paroled or mandatorily released.

Q. MOSHA INSPECTION

see inspections at 2 year intervals.

see plans for corrective action.

R. NOTIFICATION OF NEXT OF KIN

see examples if any, to include death, serious illness or injury of an inmate. note M.O. or designee initiating contact with the next of kin identified by the inmate at admission.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.03 STANDARDS: INMATE FOOD SERVICE

DOCUMENTATION/COMMENTS

_____ A. MENU APPROVAL

see annual approval for the years of _____, _____, _____ by a registered dietician.

note name and number of dietician's registry/license

_____ B. FREQUENCY OF MEALS

see schedule for B-L-D ensuring that not more than 14-hour intervals are between dinner and breakfast. Times must be posted or in handbook; **see** log entries, include special housing.

_____ C. HEALTH INSPECTION

see documented inspections as required by the health department and records of corrective action.

see current license/permit (posted)

_____ D. DIETARY HYGIENE PRACTICES

observe hand washing and toilet facilities that are reasonably accessible. **see** posted hygiene instructions; **observe** the wearing of hair nets or caps and clean clothing (includes delivery persons)

_____ E. DIETARY MEDICAL SCREENING

see pre-employment physical exam for dietary civilian staff, and annual medical screenings thereafter.

see staff/inmate roster.

see medical screening by qualified health care professionals before assignment and annually thereafter for inmates.

ensure intervals are no more than 12 months.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.03 STANDARDS: INMATE FOOD SERVICES (Cont'd.)

Page 2

F. SPECIAL DIETS

see records of initiation, provision and renewal by a qualified health care provider or the facility chaplain

G. USE OF FOOD AS PUNISHMENT/REWARD

general observation; staff/inmate interviews

H. SUPERVISION OF FOOD SERVICES

see job descriptions, staff/inmate work schedules, post orders, general observation

I. WEEKLY DIETARY SANITATION INSPECTIONS

see weekly inspection reports from _____, 19__ to present. **ensure** food is properly stored off floor in a clean dry area, and separated from cleaning supplies. **see** records of corrective action.

J. KITCHEN UTENSIL CONTROL

- ____ 1. Secure storage - **see** safe, locked cabinet or drawer, vault or locked closets. They are to be stored in a manner which permits an easy determination of the presence or absence.
- ____ 2. Daily inventory - daily inventory by security personnel to ensure proper security and control. **see** records from _____ to present.
- ____ 3. Quarterly inspection - **see** at least quarterly from _____ to present to ensure operability and safety.
- ____ 4. Issue/return - **see** records from _____, 19__ to present
- ____ 5. Specified access/use - **observe** inmates permitted specified use under direct supervision of facility staff.
- ____ 6. Current master listing - **see** current listing (dated) of items to validate inventory accuracy.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.04 STANDARDS: INMATE HOUSING AND SANITATION

DOCUMENTATION/COMMENTS

_____ A. TOXIC, CAUSTIC AND FLAMMABLE MATERIALS CONTROL

- _____ 1. Secure storage - **see** areas outside inmate living and activity areas. ensure proper storage of materials
- _____ 2. Quarterly inspection/inventory - **see** at least quarterly to determine condition and accountability. **see** records from _____, 19__ to present.
- _____ 3. Authorized access/use - general observation or **see** a written designation of persons authorized access.
- _____ 4. Issue and disposal - **see** records from _____ to present. Disposals must be in conformance with applicable federal, state, and local regulations.

_____ B. WEEKLY FACILITY SANITATION INSPECTIONS

see records from _____, 19__ to present ensure all areas of the facility and grounds are addressed

_____ C. GENERAL SANITATION REQUIREMENTS

- _____ 1. Staff/inmate duties - **see** cleaning assignments, schedule, inmate worker job description,. general observation.
- _____ 2. Quarterly vermin/pest control - **see** contracts with licensed exterminators for pest/vermin control. **see** records of provisions, general observation.
- _____ 3. Weekly trash removal - **see** contracts, records of provision, general observation.

_____ D. PERSONAL ACCOMMODATIONS

observe adequate number of operable and accessible toilets, bathing and shower facilities; one shower per 15 inmates or the opportunity to bathe at least three times per week; **observe** hot and cold running water Ratio is one toilet/wash basin per ten inmates; **see** inmate remarks.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.04 STANDARDS: INMATE HOUSING AND SANITATION (Cont'd.)

Page 2

E. PERSONAL HYGIENE ARTICLES

see provisions through purchase or from visitors

see commissary for supply and variety

see special arrangements for indigents from _____ to present.

see new man kits if any

see inmate remarks

F. INMATE CLOTHING

see records of issue/return of facility property (dietary, jumpsuits, hospital, garage, maintenance shops and vocational programs).

observe clothing room for adequate supply.

see records of provision of clothing to indigents.

G. INMATE BEDDING AND LINEN

see records of provisions for at least one clean sheet, mattress and sufficient blankets for the season. Wash cloths and towels, if available and if pillows are distributed, pillow cases need to be issued. **see** records of issue, return and exchange. ensure mattresses and pillows are fire retardant.

H. INMATE LAUNDRY SERVICES

see provisions provided by the facility (operable washers/dryers) through contractual arrangements in the community (i.e. exchange with visitors, etc). **see** records of exchange, laundry list, bedding, linen. Personal and issued clothing must be laundered at least weekly.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.04 STANDARDS: INMATE HOUSING & SANITATION (Cont'd.)

Page 3

 I. INMATE PROPERTY MANAGEMENT

- 1. Allowable property list - **see** approved listing; **general observation**
- 2. Itemized listing - **see** initial inventory records
- 3. Signatures upon confiscation/return - **see** records. ensure forms are complete with inmate/staff signatures and dates
- 4. Biannual inventory - **see** at least a biannual inventory from the years to . This includes all property retained by the facility (valuables)
- 5. Replacement procedures - **see** records if any. inmate complaints/interviews
- 6. Disposal procedures - **see** records of disposals for abandoned property (charity donations, converted to facility property, sold, or discarded). **see** records from to present. ensure time limits adhere to the policy.
- 7. Modification to listing - **see** inventory for additions, deletions with appropriate signatures and dates.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.05 STANDARDS: INMATE RIGHTS

DOCUMENTATION/COMMENTS

_____ A. NONDISCRIMINATION

general **observation**

inmate **interviews**; complaints if any

see statement in handbook

_____ B. PROTECTION FROM ABUSE

general **observation**

inmate **interviews**; complaints if any (handbook)

_____ C. LEGAL MATTERS - INMATE INTERVIEW REMARKS

_____ 1. Court access - **see** logbooks, traffic sheets, movement sheets, etc. (general observation)

_____ 2. Reference materials/availability - **see** law library, **see** records of use of LASI/LIPS or other legal references; **see** provisions to indigents for paper, pencil, etc.

_____ 3. Legal mail handling - **see** logs, mail records, general observation, inmate interviews..Legal mail is to be opened only in the presence of the inmate

_____ 4. Legal visits availability - **see** records of visits. **observe** private and confidential setting.

_____ 5. Legal calls access - **see** telephone schedule, telephone log/records, inmate interviews.

_____ D. RELIGIOUS PRACTICES

see staff; see available space;

see records of provisions/schedule, inmate interviews, handbook

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.05 STANDARDS: INMATE RIGHTS (Cont'd.)

Page 2

 E. MAIL PRACTICES

 see schedule, staffing

 see records of provisions to indigents (postage)

 see inmate interview remarks

 F. INMATE ORIENTATION

 1. Emergency plans. see handbook addressing all of the elements (1-6)

 2. Classification procedures. Review case files for inmate signature/date for receipt of the most recent handbook.

 3. Rules/regulations/disciplinary process
 see staff awareness for all who have direct contact with inmates.

 4. Complaint process note: inmate interview remarks

 5. Search practices

 6. Access to case records

 7. Programs/services regulated by standard - **see** activities schedules, **see** records of access

 8. Sick call access

 G. CONVICTED INMATES/PROGRAM PARTICIPATION

 see records of participation in work release, substance abuse, basic education, facility work assignments, etc., inmate interviews

 H. PRETRIAL INMATES/PROGRAM PARTICIPATION

 see records of participation, inmate interviews/complaints made to decline to participate in facility programming and work assignments other than housekeeping.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

.05 STANDARDS: INMATE RIGHTS (Cont'd.)

Page 3

 I. REGULAR EXERCISE

see records of opportunity to participate

see staffing, schedules, observation of equipment and space, inmate/staff interviews, inmate complaints.

 J. INTERNAL COMPLAINT SYSTEM

see records of complaints/resolutions, staff/inmate interviews; **note** the timeliness of responses

see training records for all staff having direct contact with inmates.

 K. PERSONAL GROOMING

general observation, complaints, inmate interview remarks

see provisions/availability (i.e. schedule of hair care services)

 L. ACCESS TO MEDIA

see records of access/denial

note rationale for denials

inmate interviews/complaints

 M. VISITATION PRACTICES

inmate interview remarks

see schedule - records of provisions including special visits

observe appropriate space, posted rules and regulations

 N. GENERAL TELEPHONE USE

see records of provisions, if any

general observation, schedules, inmate interviews/complaints

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

Page 4

FACILITY: _____ DATE(S): _____

.06 STANDARDS: CLASSIFICATION

DOCUMENTATION/COMMENTS

_____A. CLASSIFICATION PROCESS

- _____1. Decision makers identification - **note** appropriate facility personnel involved in classification actions; **review** case files
- _____2. Criteria - **review** files for appropriate placement in security levels, housing, work assignment, programs and services.
- _____3. Initial classification/annual reclassification; **see** reviews within 45 days after admission to consider housing and program assignments; **see** annual, if any, considering the type of facility, profile of inmate population and average length of sentence.
- _____4. Recorded decisions - **see** decisions, recommendations and rationale in writing; **see** various classification forms (initial summary, health history, class assignment sheets, progress sheets, etc.)
- _____5. Managing official review - **see** records of review by the managing official or designee within 1 week or a reasonable amount of time.

_____B. CLASSIFICATION PROCESS AWARENESS

see written acknowledgement by appropriate personnel of training on the process.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.07 STANDARDS: HEARINGS

DOCUMENTATION/COMMENTS

_____ A. FORMAL DISCIPLINARY HEARING PROCESS

- _____ 1. 48 hour inmate notification - review disciplinary reports to **ensure** that the time frame is met
- _____ 2. Inmate appearance - **see** hearing reports noting the presence of inmates, **see** waivers, if any; **ensure** hearing held within 96 hours.
- _____ 3. Witness/representatives/evidence - **see** hearing reports
- _____ 4. Recorded decisions - **see** recorded results on the hearing reports giving rationale
- _____ 5. Managing official review - **see** reviews by the managing official or designee on appropriate format
- _____ 6. Appeal process - **see** examples of appeals, if any, **note** reasonable response times.

_____ B. FORMAL DISCIPLINARY HEARING PROCESS AWARENESS

see written acknowledgement of the disciplinary process by all personnel having direct contact with inmates.

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

FACILITY: _____ DATE(S): _____

.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING

DOCUMENTATION/COMMENTS

_____ A. CONFIDENTIALITY OF CASE RECORDS

- _____ 1. Access approval authority - **see** appropriate approvals by managing official or designees
- _____ 2. Restricted/accessible information - **needs** to be clear in the policy
- _____ 3. Release consent form - **review** case records to **see** release of information forms; **note** appropriate signatures and dates
- _____ 4. Recorded decisions - **see** records of provision/denial, staff/inmate interviews
- _____ 5. Appeal process - **see** records re: appeals

_____ B. COMPUTATION OF SENTENCE CREDITS

see good conduct, industrial and special credit time records; **randomly do** computation using the proration chart.

observe loss of good time and industrial time in accordance with written disciplinary procedures.

note - programs and activities eligible for special credit (predetermined) should be in writing

_____ C. MANAGEMENT OF INMATE FUNDS

- _____ 1. Confiscation and receipting procedures - **see** financial records noting appropriate receipting practices.
- _____ 2. Establishment of inmate accounts - **observe** records for financial activities (intake, commissary, reimbursement for room and board if applicable, disbursements for fines, restitutions, inmate pay, transfer/release, etc.)

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
STANDARDS AUDIT WORKSHEET—ACCF

_____3. Records of all transactions - inmate/staff interviews complaints if any. (same as #2)
.08 STANDARDS: ADMINISTRATIVE RECORD KEEPING (Cont'd.)

Page 2

C. Management of Inmate Funds (Cont'd.)

_____4. Recorded return upon release - **see** records for return of funds upon release.

D. OFFICIAL PUBLICATIONS ANNUAL REVIEW

see annual review of all regulations, policies, procedures, post orders, emergency plans, orientation handbook, manuals etc. for the years _____, _____, _____; **note** anniversary dates

E. CASE RECORDS

_____1. Secure storage - **observe** in areas free from access by unauthorized staff, inmates, and the public. cabinets should be reasonably safe from forced entry, fire, vermin, moisture, etc.

_____2. File content and order - **observe** files for uniformity, noting standardized forms, designated contents and specification of an established format to separate particular functional areas to include disciplinary actions, classification decisions, commitment/diminution of sentence records, medical, etc.

_____3. Dated signatures - **observe** formats for appropriate signatures and dates.

_____4. Disposal/retention schedules - **observe** records of disposal according to the retention schedule.

_____5. Transfer procedures - **see** receipts/records of transfer.